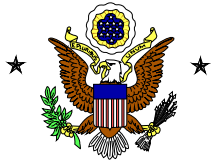


VACANCY ANNOUNCEMENT (13-03)



United States District Court - Middle District of Pennsylvania

PRO SE LAW CLERK (Williamsport, PA)

Full-Time Temporary Position With Benefits

Opening Date: December 20, 2013 - Closing Date: January 10, 2014

The United States District Court for the Middle District of Pennsylvania is seeking a qualified candidate for the position of full-time temporary Pro Se Law Clerk (40 hours/week). The Pro Se Law Clerk provides legal assistance to the Court in connection with prisoner petitions and complaints. General responsibilities involve substantive screening of all prisoner petitions and motions, including state and federal habeas corpus petitions and civil rights complaints. The incumbent conducts legal research and analysis and drafts appropriate opinions and orders for the Court's approval. The successful Pro Se Law Clerk candidate may also be assigned the responsibility of addressing Social Security disability appeals, involving the review of lengthy administrative records and also the drafting of appropriate opinions and orders for the Court's approval. Prior experience with Social Security disability appeals and physical and mental health issues is desirable.

The Pro Se Law Clerk will keep abreast of changes in the law to aid the Court in adjusting to new case law and legislation and will review the docket of cases assigned to the incumbent to assure the proper progress of such cases, tracking motions, briefs, and other filings. This position also involves compiling statistics and preparing periodic reports which reflect the status and flow of cases.

The successful candidate must be a law school graduate who possesses superior legal research and writing skills, excellent interpersonal skills, a positive attitude, and the ability to work in a team environment. To qualify for the position, the candidate must also demonstrate one of the following accomplishments or proficiencies: (1) top third of the class; (2) law review; (3) LLM Degree; or (4) proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Experience, by education or practice, in substantive and procedural law concerning federal post conviction relief and/or prisoner law and/or Social Security disability law is preferred. Experience and proficiency with automated legal research systems and word processing software such as Word or WordPerfect 10.0 or higher is required.

Salary range is JSP 11-01 (\$57,408) to JSP 14-1 (\$96,690), based on experience and bar membership. Benefits are provided (health and life insurance, retirement, Thrift Savings Plan, paid holidays, and leave accrual). Employees are required to use electronic fund transfer (EFT) for payroll purposes. The successful candidate is hired provisionally, pending the results of a federal background investigation. In addition, the incumbent must satisfactorily complete a six (6) month probationary period. The position is authorized through December 2015 and is contingent on the annual Pro Se staffing formula and the Federal Judiciary Budget for future years.

Applicants must submit a cover letter, resume (including salary history and references), and a short writing sample to:

United States District Court - Middle District of PA
P.O. Box 1148, Scranton, PA 18501-1148
ATTN: Human Resources Office

Applicants must be a United States citizen. The Court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office. The decision on granting reasonable accommodation will be made on a case by case basis.

Court employees are "at will" and the Federal Government Civil Service classification or regulations do not apply. The United States District Court is an equal opportunity employer.